Creating Web Ready PDFs for the EPA.
A List of Mandatory and Best Practices

In order to comply with the basic requirements for accessibility, PDFs submitted for posting on the Region 10 Web site must include certain elements. (Reference: www.section508.gov). Depending on the version of Adobe Acrobat you are using, the commands to accomplish these requirements may vary. Click on HELP to find the appropriate commands for your version.

Mandatory Practices

Complete the Document Properties Fields (FILE -> Document Properties)

Title: Use the actual title (and section) of the report. Do not use the file name.

Author: Use your company's name, and/or EPA depending on which entity has made the report. If prepared by a contractor enter as follows: Prepared for EPA Region 10 by ABC123 Corp. Do not use usernames, abbreviated names, or employee names.

Subject: Describe the report in one sentence. (i.e. Report detailing sediment turbidity in Puget Sound and surrounding waters.)

Keywords: Words search engines could use to find this document, place at least four in this section separated by commas. Some examples could be site name, main reason behind the report, etc.

Use the Original Document to produce the PDF
This process creates a more accessible, smaller file size document. Signatures are not required on the web PDF copy. In place of a signature you may place /s/ in the signature block. This indicates that the official signed version is on file and available. If there is no original electronic document from which to create a PDF, then a scanned version is acceptable.

Best Practices

Tag the Document for screen readers
By adding Document Tags to your PDF, you ensure that the PDF is Section 508 compliant and accessible to everyone who uses screen readers.

Bookmark documents over 10 pages in length
Bookmarks make it easier to find pertinent information. Bookmarks can also be used to link between other PDF documents, making an unusually large document available in multiple chapters or sections.

Bookmarking between documents
When you bookmark two documents to each other, remember to keep these documents in the same folder. Doing this ensures that the links between them remain intact when given to us to post on the web. Otherwise, we will have to redo all your bookmarks, thus nullifying your hard work and causing us unnecessary work. Remember; put them all in the same folder.

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By selecting the PDF Optimizer option, you can generally reduce file sizes of potentially large files, but this is not necessary to reduce file sizes. Here are some steps to make a smaller PDF at the start that show results almost instantaneously:
1. Always use save as… instead of save.
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3. Make changes to the original electronic document and create a new PDF. Adobe acrobat is a poor editor..

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